State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:	POSITION NUMBER:
Research Data Specialist I (RDS I)	800-656-5742-010

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
Research Automation & Data/Research & Data Insights	Dashboard & Data Integration/Data Exploration & Integration

SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Hilary Berwick	Research Data Supervisor I (RDS I (Sup))

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☑ None
- ☐ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.	I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

☑ None   ☐ Supervisor   ☐ Lead Person   ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The California Department of Social Services (CDSS) launched the Research, Automation and Data division (RADD) to build a sustainable data culture within the department and maximize the full value of its data assets. RADD is responsible for working with Information Services (technology) and program partners throughout the data life cycle to ensure best practices are elevated toward the goal of serving California's most vulnerable families using a human-centered and data-driven approach. Within RADD, the Research and Data Insights (RDI) Branch focuses on leading directed and exploratory research projects within the department by using the full array of department wide data assets, synthesizing research findings and insights in reports, dashboards, or presentations to help our program partners derive meaningful and impactful data-driven decisions for the families and children who they serve throughout the state of California. RDI researchers also work across the division with other areas of RADD to help ensure department wide data is collected accurately and efficiently and to help inform department wide data literacy trainings designed to enhance knowledge of data tools and techniques.

CONCEPT OF POSITION:

Under the general direction of the Research Data Supervisor I (RDS I (Sup)), the Research Data Specialist (RDS I) is responsible for supporting processes essential to department needs related to data integration and dashboards. Working closely with division and department leaders, this position will write, review, revise, and troubleshoot code to create and update analytic files for dashboards. This position will also develop data linkages by data manipulation using R, SQL, Python, or SAS. Key work responsibilities will include designing data integration efforts, the development of analytic files for dashboards, the creation and maintenance of datasets, and other major efforts to manage CDSS data assets from a holistic perspective across the department's major programs.

A. RESPONSIBILITIES OF POSITION:

35%   Develops, produces, troubleshoots and runs analytic files for dashboards in R, SQL, Python, or SAS that can generate meaningful data-driven insights for Department programs and partners. The RDS I will be responsible for building and maintaining data for dashboards that are responsive to program needs and analytical insights. Creates, maintains, and produces analytical reports and files in response to CDSS program and partner requests using R, SQL, Python, or SAS in order to fulfill CDSS program research and analysis needs. Performs data matching processes using internal and/or external data sources and replicates successful existing data linkage models to help CDSS programs and partners better understand how CDSS programs are utilized from a holistic perspective.

25%   Works to improve the connection between data sources and reporting tools in order to better suit division processes and optimize workflow. Develops subject matter expertise on department data sources to inform division policy and protocols related to data collection systems, data analyses, program evaluations, and reporting of performance data on a variety of CDSS programs. Supports efforts to create and disseminate data documentation throughout RADD and CDSS.

20%   Prepares written and/or oral answers to statistical questions from division or department leaders to assist in data analysis efforts critical to CDSS program and partner needs. Engages in collaboration efforts with CDSS programs, sister agencies, research organizations, and advocates to implement the mission, strategic goals, work structure, and best practices of RADD by attending meetings, responding to emails, and problem-solving with internal and external stakeholders.

15%   Conducts research into building thoughtful databases as well as best practices for data dictionaries and data source mapping.

5%   Other duties as appropriate.

B. <u>SUPERVISION RECEIVED</u>:

The Research Data Specialist I (RDS I) receives general direction from the Research Data Supervisor I (RDS I (sup)). The incumbent has discretion and must exercise considerable independence, initiative, and resourcefulness in carrying out responsibilities.

C. <u>ADMINISTRATIVE RESPONSIBILITY</u>:

None

D. <u>PERSONAL CONTACTS</u>:

The Research Data Specialist I (RDS I) has extensive contact with various users of data analysis and publication and/or Bureau data.

E. <u>ACTIONS AND CONSEQUENCES</u>:

Recommendations and decisions are made concerning the processes used for approaching and performing various projects. Failure to produce correct data dashboard and analysis may result in inappropriate data representation and failure to meet CDSS missions and objectives.

F. <u>OTHER INFORMATION</u>:

Desirable qualifications for this position would be a person who has strong analytical skills, as well as interpersonal and communication skills. The position requires expertise in data manipulation skills in SQL, Python, and SAS and common visualization platforms such as Tableau, Power BI, and Excel.